

YOUTH SERVICES POLICY

Title: Placement in Psychiatric Facilities Next Annual Review Date: 10/14/2014	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.10
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References: La. Children's Code Art. 809 (B)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 10/14/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish procedures for psychiatric hospitalization of youth in YS custody.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, Central Office (CO) Community Based Services (CBS) Program Manager, ,and all CBS employees.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice.

CBS Program Manager - Central Office (CO) CBS Program Manager responsible for implementation of placement procedures in non-secure residential facilities.

Clinical Advisor – A database maintained by Magellan that stores medical information about patients and serves as an electronic behavioral health case record application.

Emergency Certificate (EC) – A certificate issued by a physician, family psychiatric mental health nurse practitioner, or psychologist after an actual examination of a youth alleged to be mentally ill or suffering from substance abuse, who has been determined to be in need of immediate medical treatment because the youth is a danger to self or others, or is gravely disabled.

Juvenile Electronic Tracking System (JETS) -The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

Mental Health Advocacy Services (MHAS) – An executive agency under the Office of the Governor of the State of Louisiana that provides legal representation to children in competency, commitment, and other mental health matters.

Probation and Parole Officer/Juvenile (PPO/J) - Includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

Supervising PPO/J - The probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

V. POLICY:

It is the Deputy Secretary's policy that placement of a youth in a psychiatric facility shall be based on need established through either a psychiatric evaluation or the issuance of an Emergency Certificate (EC).

VI. PROCEDURES:

- A. Once an EC has been issued, psychiatric hospitalization does not require Central Office approval. After the need for psychiatric hospitalization is established, a referral shall be made by the attending Emergency Room (ER) physician.
- B. Psychiatric hospital placement is routinely secured by the attending ER physician. However, there may be certain cases where the psychiatric hospital will not accept Medicaid as a form of payment for services. In such a case, it shall be the responsibility of the supervising PPO/J to complete a "Letter of Expectations" in JETS, and issue it to the hospital outlining that the Agency shall only pay the Medicaid reimbursement rate.

In addition, the supervising PPO/J shall contact alternative psychiatric hospitals until placement has been secured in a psychiatric hospital that accepts Medicaid.

A narrative entry shall be made in JETS by the PPO/J, detailing the date and time of the alternative placement.

- C. The supervising PPO/J shall accomplish the following by close of business on the work day following the youth's admission into a psychiatric hospital:

1. Notify the placing region;
 2. Notify the CO CBS Program Manager;
 3. Update the transfer screen in JETS; and
 4. If the initial hospital placement is at a facility that does not accept Medicaid, complete the "Letter of Expectations" in JETS and forward it to the hospital administrator and the CO CBS Program Manager.
- D. The La. Children's Code Art. 809(B) requires notification of the youth's psychiatric hospitalization to the "Mental Health Advocacy Service" (MHAS) serving the parish in which the youth was committed to the Agency's custody. Notification prior to hospitalization is preferred.
- E. Within five (5) working days, the placing PPO/J shall complete the "Mental Health Hospitalization Form" in JETS and forward it to MHAS (refer to <http://louisiana.gov/> Online Services, Service Directory, Mental Health Advocacy Service for a list of the MHAS representatives) along with a copy of the recommendation for hospitalization.
- F. If the youth is already in a private psychiatric hospital at the time he enters YS custody, the placing PPO/J shall notify the CO CBS Program Manager where the youth is hospitalized and whether the hospital accepts Medicaid as a form of payment. If the hospital accepts Medicaid, no further action is needed. A narrative entry shall be made in the youth's case record in JETS, detailing the date and time of the notification.
- If the youth is already a patient in a psychiatric facility that does not accept Medicaid, the supervising PPO/J and his/her supervisor shall seek an alternate placement as soon as possible. Prior to any alternate placement, the supervising PPO/J and his/her Supervisor shall obtain the approval of the attending physician of the facility the youth is currently residing in.
- G. If the youth resided in a facility prior to hospitalization that contracts with or is managed by Magellan, the youth's relevant personal information should have been put into Clinical Advisor

In the event the youth is residing at a group home that contracts with the Agency directly, the supervising PPO/J and his/her supervisor shall provide all relevant information to the hospital where the youth is placed and to Magellan, if possible, for input into "Clinical Advisor".

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- H. The PPO/J shall discharge the youth from the residential provider upon admission to the hospital.
- I. Regional Managers are authorized to develop additional procedures necessary to implement this policy.

Previous Regulation/Policy Number: D.9.10
Previous Effective Date: 01/04/2012
Attachments/References: